

COVID-19 Leave Arrangements for staff

(excluding casual and sessional employees)

Health authorities have advised that staying away from work when unwell is a key factor in reducing the spread of COVID-19. The health and wellbeing of our staff, students and the community is of the utmost priority. In order to support our staff through the evolving COVID-19 pandemic, exceptional leave arrangements have now been approved for University staff.

This leave guidance is for continuing and fixed-term academics, professional and support staff working in both full-time and part-time capacities who are unable to work remotely or from home.

This advice does not apply to casual and sessional employees, who should instead refer to the separate casual and sessional leave advice that is available.

If you have a circumstance that has not been listed here, please contact the People Support Team on 07 3735 4011.

In all types of employment, the amount of paid leave available would be based on the hours that would have been expected by the University to have been worked for the period of absence.

Special codes have been added to the leave application site on Peoplesoft to cover all leave applications due to COVID-19. To access this leave type, you will need to contact the People Support Team on 07 3735 4011.

Further information on work from home and leave arrangements in the case of a short- or long-term campus closure will be provided to staff soon.

What if I am directed to self-isolate by a relevant authority?

If a staff member is asymptomatic, has been directed to self-isolate by a relevant authority (e.g. Queensland Health or your GP), and is unable to work remotely, special leave will be made available for the period of directed self-isolation. This may occur when they have come into contact with or proximity to a carrier of the COVID-19 virus but is only available where they have been formally directed to self-isolate. If the staff member is confirmed to have COVID-19, sick leave is the appropriate form of leave.

Where a staff member is directed to self-isolate, special leave applications must be accompanied by relevant medical advice to substantiate the requirement to self-isolate.

What if I am ill with COVID-19 or any other illness?

Where a staff member becomes ill for any reason, sick leave is the appropriate form of leave. This includes where a staff member may have a confirmed case of COVID-19 and is therefore precluded from attending the workplace as supported by medical advice or direction.

Employees absent from work on account of illness or injury, including due to COVID-19, for more than 3 consecutive days must produce appropriate certification or other evidence in support of an application for sick leave. If COVID-19 test results are delayed beyond the 3 days please advise your manager.

What if I have a confirmed case of COVID-19 but I run out of sick leave?

Where a staff member has a confirmed case of COVID-19 and has exhausted their sick leave, then additional sick leave will be approved until they are medically cleared of COVID-19.

What if I am showing some symptoms or am required to be tested for COVID-19?

Where a staff member is awaiting COVID-19 test results and is demonstrating symptoms or generally unwell, the staff member is to apply for sick leave. Where there remains a capacity to undertake part or full duties, this should be undertaken in accordance with medical advice.

Employees absent from work on account of illness or injury, including suspected symptoms relating to COVID-19, for more than 3 consecutive days must produce appropriate certification or other evidence in support of an application for sick leave. If COVID-19 test results are delayed beyond the 3 days please advise your manager.

What if I am required to self-isolate due to returning from an overseas holiday?

The Government announced on 15 March 2020 that anyone arriving in Australia from overseas will be required to self-isolate for 14 days. A staff member travelling after this date would be aware of the travel restriction prior to travelling and has therefore known of the requirement to self-isolate upon their return, the special leave arrangements are not available for self-isolation.

Should the staff member return to Australia and be diagnosed with COVID-19, sick leave, supported by medical documentation, is the appropriate form of leave. Otherwise, staff will need to access recreation or long service leave provisions to cover the period of self-isolation.

What if a member of my immediate family or household becomes ill?

If you are required to look after a member of your immediate family or household who becomes ill for any reason and are unable to work remotely, up to 5 days of carer's leave may be made available. During an extended period of caring, staff may also access sick leave or other forms of leave if the entitlement to carer's leave has been exhausted.

Special Leave will be available in cases where staff are directed to self-isolate by a relevant authority (eg. Queensland Health or your GP) as a result of a carer's responsibility. Ensure that you report the circumstances to your Manager, in cases where there has been a confirmed case of COVID-19 of someone in the staff member's care.

What if I am due to finish work with Griffith University including the completion of a current fixed-term contract?

Once the employment relationship ceases, leave is no longer accessible, including any special leave arrangements that may be in place, and any and all entitlements will be paid out accordingly.